

## Spring & Summer 2027 - 202720-30 College/School/Division Production Schedule for the Schedule of Classes

PHASE I	SCHEDULE
<b>Departments Receive 1st Distribution</b> (MCA) Master Course Audit electronically from Classroom Scheduling on IU_Trans. Phase 1A enabled in Coursedog. Detailed directions, and class Scheduling pattern attached. Please note: Continuing Studies courses are included.	<b>(Receive on Tuesday)</b> 2/17/2026
Colleges/Schools/Divisions make changes to the 1st Distribution during Active Phase 1A. Follow the instructions attached to your email. In addition to changes, <b><u>be sure to use your priority rooms</u></b> , update cross listings, as well as proof all text. <b>(5 weeks)</b>	2/17/2026 to 3/20/2026
<b>Phase 1A - 1st Distribution due to be completed.</b> No changes will be accepted after this date for the 1st Distribution. Additional changes can be made on the 2nd Distribution.	<b>(Due on Friday)</b> 3/20/2026
PHASE II	
<b>Departments receive 2nd Distribution</b> (MCA) Master Course Audit electronically from Classroom Scheduling on IU_Trans. Phase 2A enabled in Coursedog. Detailed directions, and class Scheduling pattern attached. Please note: Continuing Studies courses are included.	<b>(Receive on Tuesday)</b> 4/21/2026
Colleges/Schools/Divisions make changes to the <b>2nd Distribution</b> . Follow the instructions attached to your email. In addition to changes, be sure to review priority rooms, update cross listings, as well as proof all text. <b>(5 weeks)</b>	4/21/2026 to 5/25/2026
<b>Phase 2A - 2nd Distribution due to be completed.</b> No changes will be accepted after this date for the 2nd Distribution. Additional changes can be made on the Final Distribution.	<b>(Return on Monday)</b> 5/25/2026
PHASE III	
<b>Departments receive 3rd Distribution</b> (MCA) Master Course Audit electronically from Classroom Scheduling on IU_Trans. Phase 3A enabled in Coursedog. Detailed directions, and class Scheduling pattern attached. Please note: Continuing Studies courses are included.	<b>(Receive on Monday)</b> 6/15/2026
Colleges/Schools/Divisions make changes to the 3rd <b>Distribution</b> . Follow the instructions attached to your email. In addition to changes, be sure to review priority rooms, update cross listings, as well as proof all text. <b>(4 weeks)</b>	6/15/2026 to 7/13/2026
<b>Phase 3A - 3rd Distribution due to be completed.</b> No changes will be accepted after this date for the 3rd Distribution. Additional changes can be made using Form 200.	<b>(Return on Monday)</b> 7/13/2026
<b>Schedule Desk sends out emails to departments to now send in Form 200s</b>	8/10/2026
<b>Schedule goes live on 9/21/2026</b>	<b>9/21/2026</b>
<b>Room Reservations 202720-30 may begin day after schedule goes live on the web</b>	<b>9/22/2026</b>
The attachments sent by the Registrar's Office are located on the following website:	
<a href="https://www.pfw.edu/registrar/employee-resources/schedule-production-resources">https://www.pfw.edu/registrar/employee-resources/schedule-production-resources</a>	